

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

FISCAL ADMINISTRATIVE ASSISTANT #OC24415

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Fiscal Administrative Assistant

Location: Connecticut Valley Hospital - Haviland Hall, Middletown, CT 06457

Job Posting No: **OC24415**

Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday/40 hours per week

Salary: \$51,061.00

Closing Date: May 22, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Processing Receipts and Vouchers in the CORE-CT Financial Module; processing the Voucher Upload for Shelter Plus Care payments; processing W-9 and SP26 forms to get new vendors into CORE-CT; prescreen all New Admission and Change Order Forms for Shelter plus Care payments.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.